

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TDD (916) 445-1942

**IMPORTANT MESSAGE TO THE PROSPECTIVE APPLICANT****CERTIFICATION APPLICATION INSTRUCTIONS**

This application package contains the materials necessary to apply for certification of an alcohol and/or other drug program with the Department of Alcohol and Drug Programs. It is vital that you carefully read each component (including the *Alcohol and/or Other Drug Program Certification Standards*) before beginning to fill out the application. Answer each question in the application, and submit only the documentation requested/required. An incomplete application results in a delay in the application process.

If, after you have totally read the entire application package, you determine that you would like technical assistance or training with certain portions of the license application process, you may request assistance without charge to you from the Department's consulting agencies.

In Northern California

Ms. Sarah Hernandez
California Association of Addiction
Recovery Resources
5777 Madison Avenue, Suite 1210
Sacramento, CA 95841
(916) 338-9460

In Southern California

Ms. Tina Gordon-McBee
Social Model Recovery Systems, Inc
250 East Rowland Street
Covina, CA 91723
1-800 678-7644 or (626) 332-3145, Ext. 1

Included in This Package Are:

- A copy of the **Alcohol and/or Other Drug Program Certification Standards**.
- A Certification Application Booklet, Form ADP 5085-C.
- Zoning Approval and Fire Clearance Forms
- A Guidelines for Implementing the Alcohol and/or Other Drug Program Certification Standards
- Application Supplement - For Sole Proprietors Only.
- A Health Questionnaire
- Data Report Requirements (Facilities and Programs), Addendum to Licensing and Certification Applications

Certification Applicant

Certification is voluntary for all programs. Many programs consider certification advantageous in gaining the confidence of potential residents, insurance companies, and other third-party payors, as it signifies that a program meets minimal levels of service quality. Currently, there is no charge for the certification.

If you have any questions regarding the alcohol and/or other drug certification process, or need assistance with your fire clearance, please call (916) 322-2911, and ask to speak to the Officer of the Day in the Licensing and Certification Branch.

Enclosures